



WASHINGTON STATE SENATE

JOB OPPORTUNITIES

Multiple Temporary Committee Clerk Positions for the 2018 Legislative Session

WHO WE ARE

Senate Committee Services (SCS): Customer service, teamwork, and nonpartisanship are core values for the SCS staff team. Our office provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, and we are currently seeking to fill several temporary administrative and clerical positions for the 2018 Legislative Session. For more information on SCS, please visit our website at <http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

PRIMARY JOB FUNCTIONS & RESPONSIBILITIES

Committee Clerks

- Provide nonpartisan clerical support to Senate committees and staff.
- Demonstrate excellent customer service to Senate members, staff, and the public.
- Prepare and assemble committee notebooks for hearings.
- Assist with logistics of committee and staff meetings and hearings.
- Copy and distribute committee meeting materials.
- Create and maintain official committee files.

SKILLS & EXPERIENCE

Senate Committee Services is looking for individuals who are motivated, engaging, and professional team players who have the ability to problem solve quickly in stressful situations. Below are desired qualifications for the various roles:

Committee Clerks

- Strong clerical, customer service, and communication skills.
- Ability to discern and maintain issues of confidentiality.
- Be attentive and detail-oriented.
- Manage multiple tasks and achieve deadlines under pressure.
- Basic computer skills and comfort working on and directing others on computers.
- Ability to work well with others and maintain a positive, professional demeanor while working in a fast-paced, high-pressure legislative environment.
- Must be willing to work long, irregular hours.

SALARY AND DURATION

The salary for Session Committee Clerks is expected to be \$2,661 per month. These are temporary positions lasting approximately 8-10 weeks. Mandatory employment training will be

scheduled for several days prior to the start of the 2018 Legislative Session. The Legislature is currently scheduled to convene on January 8, 2018.

APPLICATION PROCEDURE

Complete the application form accessed on the [Senate Committee Services Employment and Intern Opportunities](#) webpage. In addition to the required contact information, please submit (1) a brief letter of interest to Susan Howson, Director, describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three professional references with current telephone numbers.

Applications will be accepted until the positions are filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately.

Phone contact: Ariel Kennedy at (360) 786-7432.